



Capital Planning Committee

Date: Thursday, October 5th, 2023

Time: 5:00 – 7:00 PM

Location: Town Manager's Conference Room

Minutes

Attendance: Jose Farias, Darrel Harmer (via Zoom), Alex Magee, Chris Moore, Julie Wayman, Joe Solomon, Vaden Broaddus, Joe Barr, Ida Cody (Arrived @ 5 :23), Jonathan Haughton (Arrived at 5 :50),

Not in attendance: Timur Kaya Yontar

Meeting Opened: Chair Chris Moore called the meeting to order at 5:08 pm.

Approval of Minutes: The minutes from the September 28, 2023 meeting were reviewed. Alex Magee made a motion to approve, which was seconded by Julie Wayman. The motion passed unanimously.

Public Comment: None

Schedule of Future Subcommittee Presentations: Talia Fox, Sustainability Manager, will present in the next session. DPW will present on 10/19. Schools will present on 11/2. Finance will present on 11/16.

Recreation Subcommittee:

- In general, funding needs are increasing due to volume of work and price inflation. The projected funds available are lower than our recent historic spend due to the approaching end of ARPA funding and increased competition for CPA funds.
- Two master plan projects (Playgrounds and Fields) will provide clarity around future work. The committee noted that these would be valuable for planning purposes.
- The Poets plan precedes the master plan projects, but this timing ensures a clear scope of work in any potential discussions around future development of the area.
- The Parallel Park project increased in cost due to the addition of a replacement basketball court. The committee discussed reverting the scope back to the original.

- The committee discussed the timing of the Thorndike Dog Park and proposed pushing this to a later year.
- The committee discussed conditionally approving the Recreation requests with the following exceptions: Thorndike Dog Park (zero out), Parallel Park (reduce scope), Feasibility Studies (FY26 & FY27 conflict with master plan work). Joe Barr made a motion to approve, which was seconded by Alex Magee. The motion passed unanimously. (Jonathan Haughton had not arrived at this point, and thus did not vote)

Facilities Subcommittee:

- Three projects have been moved to Facilities from other departments:
 - Dust Collection System is an OSHA requirement.
 - Elevator Replacement addresses an end-of-life asset.
 - Equipment Elevator is a permanent solution that would increase the safety of moving items to the higher floor.
- The committee discussed painting and carpeting requests at the Robbins Library. The committee requested to have the carpet project broken into phases and to remove the painting project as this is not a capital expense per the definitions of the Capital Planning Committee.
- The committee discussed the entryway projects at the Robbins Library. There were questions about the return on investment of a snow-melt system which would reduce the erosion to masonry caused by ice-melt chemicals.
- The committee suggested that the Robbins Library Window Replacements may qualify for CPA funds. This would be removed from the Capital Plan if approved for CPA funding.
- The committee discussed conditionally approving the Facilities requests with the exception of the painting. Jonathan Haughton made a motion to approve, which was seconded by Joe Barr. The motion passed unanimously.

Purchasing Subcommittee:

- The photocopier request increased at the department did not purchase all of the units in the prior year.
- Jonathan Haughton made a motion to approve, which was seconded by Alex Magee. The motion passed unanimously. (Jose Farias stepped out of the room prior to the motion, and thus did not vote)

Town Clerk Subcommittee:

- The committee discussed both the addressing and envelope opening systems. The machines would provide accuracy, speed, and in the case of the addressing machine, a reduction of incremental hiring expense that offsets the capital cost.
- The Modernization of Agendas & Minutes request was moved to IT.
- The Voting Booth requests will be removed as the Town Clerk is trying an alternative solution.

- The committee discussed approving the Town Clerk requests with the removal of the Modernization and Voting Booth projects. Alex Magee made a motion to approve, which was seconded by Joe Barr. The motion passed unanimously.

Library Subcommittee:

- The committee asked for more information about alternative options for the device lending kiosk due to the expense.
- The committee asked for more information about the variance in WLAN firewall hardware given the variance in costs between the Robbins hardware and the Fox hardware.
- The committee discussed conditionally approving the Library requests pending the resolution of these questions. Jonathan Haughton made a motion to approve, which was seconded by Joe Barr. The motion passed unanimously.

New Business: None

Meeting Adjournment: Alex Magee made a motion to adjourn, which was seconded by Joe Barr. The meeting adjourned at 7:03.